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Assistant Deputy Director for Administration -
(General)
Chief, Administrative Services

5 June 1951

Physical Move of OSO and OPC Activities

1. The memorandum dated 1 June 1951 from Mr. Saunders indicates that the Department of Commerce plans to release a total of 98,075 square feet of space in Temporary Buildings I and J by the end of July. Public Buildings Service has been unable to confirm this release due to the fact that the Department of Commerce has made other demands for space which PBS has not been able to produce. A personal check by the undersigned in Temporary I and J Buildings indicates that the Department of Commerce does plan to release this space, and I have been authorized by PBS to occupy such space that is vacated by the Bureau of Census activities.

2. The Assistant Director for Special Operations has, on several occasions, requested that arrangements be made for the physical move of the OSO and OPC area activities in contiguous space which, of course, involves a complete overall move of K and L Buildings. In view of the great probability the space indicated above will be released by the end of July, it appears unwise to make the move proposed by the ADSO at this time for the following reasons:

- a. To accomplish the move in K and L Buildings would require approximately 45 days.
- b. The cost of such a move including telephone arrangements, new partitions, security protection for certain activities, and daily cost of laborers, would be in excess of \$5000 either to the agency or to PBS.
- c. Partial moves of OSO and OPC activities can probably begin sometime during the month of July as space is vacated and released by the Department of Commerce and alterations completed by PBS. It is estimated that the total move to include additional space required in I and J Buildings will require approximately 4 or 5 months.

3. It is recommended that the move of the OSO and OPC activities as proposed by the ADSO be delayed pending the acquisition of the additional space in I and J Buildings. Approval of this proposal is requested.

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